



ANNOUNCEMENT OF VACANCY



February 27, 2026

High School College and Career Counselor

This part-time position is for the 2026-2027 school year

Contract Days: 134

Date of Employment: August 11, 2026

Requirements:

- Valid Ohio Department of Education licensure appropriate for School Counseling
- 9-12 high school college counseling or secondary counseling preferred
- Experience with College Credit Plus and Credit Flex
- Knowledge of various career paths and preparedness for post-secondary opportunities (i.e., Industry Credentials, etc.)
- Knowledge of the college admissions process, financial aid, scholarships, and post-secondary planning
- Knowledge of graduation requirements and ability to monitor student academic progress
- Ability to work collaboratively and build rapport with staff, students and community
- Ability to create, develop and sustain meaningful professional relationships with others in a way that contributes to our positive building culture and climate
- A demonstrated commitment to valuing diversity and supporting all students in pursuing post-secondary opportunities
- Highly effective communication, organizational, interpersonal, and leadership skills
- In-depth knowledge of career education and adolescent development
- Continued interest in professional growth and staying current on trends in higher education
- Current BCI & FBI Background Results
- Essential Functions: [See attached job description](#)

Qualified candidates should apply online at: [Applitrack](#)

Applications must include:

- Cover Letter
- Resume
- Names of 3 Professional References
- Copy of Certificate/License

Each applicant's resume and qualifications will be evaluated and those deemed most qualified will be invited to participate in interviews.

Deadline to apply: March 31, 2026

An Equal Opportunity Employer